

DEPARTMENT OF TOURISM

The Department of Tourism is an equal opportunity, affirmative action employer. It is our intention to promote representivity (race, gender and disability) in the Department through the filling of these posts.

- APPLICATIONS** : Applications, quoting the relevant reference number must be forwarded to the attention of Chief Director: HR Management and Development at Department of Tourism, Private Bag X424, Pretoria, 0001 or hand deliver at Tourism House, 17 Trevenna Road, Sunnyside, Pretoria.
- CLOSING DATE** : 13 June 2022 at 16:30 (Late applications will not be considered)
- NOTE** : Applications must be submitted on a duly completed New Z83 form obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed signed Z83 form and a detailed Curriculum Vitae. Shortlisted candidates will be required to submit certified copies of qualifications and other relevant documents to HR on or before the day of the interview. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). All instructions on the application form and this advert must be adhered to. Failure to comply with these requirements will result in the applicants being disqualified. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three months of the closing date of this advertisement, please accept that your application was unsuccessful. The Department reserves the right not to make an appointment. Short-listed candidates will be subjected to pre-employment screening and security vetting to determine the suitability of a person for employment.

OTHER POSTS

- POST 19/93** : **DEPUTY DIRECTOR: KNOWLEDGE MANAGEMENT STRATEGY AND PLANNING REF NO: DT 19/2022**
- SALARY** : R882 042 per annum, (all-inclusive remuneration package consisting of a basic salary, the State's contribution to the Government Employees Pension Fund and a flexible portion that may be structured according to the MMS dispensation)
- CENTRE REQUIREMENTS** : Pretoria
A SAQA recognised NQF level 7 qualification in Computer Science or Information Management or any other related field. Minimum of three years working experience in a management (Assistant Director or equivalent) position in a strategy and policy development environment. Extensive experience in the field of software development and knowledge/information management. Experience in software development (C#, .net, MS SharePoint) and quality assurance of content for various information dissemination platforms. Strong technical skills in database development (MS Access, SQL, Oracle etc). Working knowledge of Geographical Information Systems (GIS), web technology and mobile technology. Sound Knowledge and skills in project management, financial management, people management and empowerment. A valid driver's license and willingness to travel.
- DUTIES** : The successful candidate will be responsible for conducting assessment for the development of the National Tourism Knowledge Agenda. Conducting consultations on the developed Tourism Knowledge Agenda; facilitating communities of practice for knowledge sharing and exchange; engaging internal stakeholders on the importance of knowledge management to influence organisational change; identifying sector knowledge management goals and objectives; monitoring, evaluating and reviewing knowledge management policies and frameworks; re-designing and improving knowledge platforms; translating of user needs into knowledge requirements; coordinating the development of content for the Integrated Knowledge Management System and other knowledge management systems; capturing and codifying tacit knowledge to facilitate its reuse; driving content creation, development and enhancement of the Integrated Knowledge Management System and other knowledge management tools; coordinating the information management of knowledge repositories facilitate maintenance continuously; conducting stakeholder needs assessment and analysis to build tourism knowledge base;

		conducting benchmarking and analysis for the development of the Knowledge Management Strategy; implementing the knowledge management strategy and coordinating activities for successful execution of the strategy's objectives.
<u>ENQUIRIES</u>	:	Mr T Mothoagae Tel No: (012) 444 6383
<u>NOTE</u>	:	EE Requirements: Preference will be given to African Male, Coloured Male, and White Male Candidates.
<u>POST 19/94</u>	:	<u>DEPUTY DIRECTOR: STRATEGIC SECTOR PARTNERSHIPS REF NO: DT 20/2022</u>
<u>SALARY</u>	:	R882 042 per annum, (all-inclusive remuneration package consisting of a basic salary, the State's contribution to the Government Employees Pension Fund and a flexible portion that may be structured according to personal needs within a framework)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A SAQA recognised NQF level 7 qualification in Tourism/Economics, Humanities, Social Sciences and Development Studies or any other related field. Minimum of three years working experience in a management (Assistant Director or equivalent) position. Sound knowledge of the Framework for Strategic and Annual plans. Knowledge of the Government Wide Monitoring and Evaluation Framework. Knowledge of Managing Programme Performance Information, 2007. Experience in financial management. Knowledge and skills in strategic partnerships, project & contract management, change management, people management and empowerment, Good interpersonal skills and communication skills. Experience in stakeholder management. A valid driver's license and willingness to travel.
<u>DUTIES</u>	:	The successful candidate will be responsible for ensuring policy and strategy alignment of department's priorities with national programmes; identifying and proposing areas for government intervention to enhance the development of local tourism; facilitating partnerships and institutional relations in terms of agreements reached; managing and coordinating reporting on the implementation of national programmes; monitoring and facilitate participation of the department on external stakeholder activities including relevant stakeholder forums, meetings, events and conferences; publishing and disseminating information on trends and performance of local government in developing and growing local tourism; Coordinate the establishment of partnerships and linkages with relevant sector departments, provinces, private sector and other relevant agencies; Coordinate the identification of national tourism stakeholder engagement platforms (Ministry and Director-General) to address pertinent issues with an impact on tourism; facilitating decisions on strategic issues emanating from Cabinet Clusters which are brought to the attention of management; liaise with Cabinet Cluster component on issues emanating from the Clusters which are brought to the attention of management; facilitating departmental implementation of strategic Cabinet; FOSAD, Clusters, Implementation forums decisions and directives; facilitating effective collaborations and partnerships with stakeholders to periodically review, facilitate implementation of norms and standards, guidelines, codes of practice, international best practice and regulations; coordinating the development and periodic review of the stakeholder engagement framework; facilitate the development and implementation of the department's stakeholder relations management strategy for the public and private sectors; manage the development of a comprehensive and reliable stakeholder contact management system for the department; manage the development and maintain of a stakeholder database for the department; manage the coordinating and liaising on strategic issues relating to community based tourism initiatives; facilitating strategic partnerships to advance a responsible tourism model for community based tourism; coordinating strategic partnerships to promote universal accessibility to tourism infrastructure.
<u>ENQUIRIES</u>	:	Aneme Malan Tel No: (012) 444 6380
<u>NOTE</u>	:	EE Requirements: Preference will be given to African Male, Coloured Male, and White Male Candidates.
<u>POST 19/95</u>	:	<u>DEPUTY DIRECTOR: ENTITY OVERSIGHT REF NO: DT 21/2022</u>
<u>SALARY</u>	:	R744 255 per annum, (all-inclusive remuneration package consisting of a basic salary, the State's contribution to the Government Employees Pension Fund

	:	and a flexible portion that may be structured according to the MMS dispensation)
<u>CENTRE REQUIREMENTS</u>	:	Pretoria
	:	A SAQA recognised NQF level 7 qualification Social Sciences, Public Administration or any other related field. Minimum of three years working experience in a management (Assistant Director or equivalent) position preferably in an entity oversight environment. Proven experience and exposure to corporate governance processes and government planning and reporting cycle. Drivers' license. Sound Knowledge of applicable legislations and prescripts governing public entity oversight, protocols on Corporate Governance, PFMA, Treasury Regulations, framework for Strategic Plans and Annual Performance Plans 2010, framework for managing Programme Performance Management 2007, King Report & Code of Corporate Governance, Parliamentary tabling legislations and processes; Knowledge of Monitoring & Evaluation processes, planning guideline and cycles. Excellent skills in organising, interpersonal and stakeholder liaison. Skills on strategic planning, project management, financial management, people management and empowerment. Proven skills in minute taking and report writing. Ability to work independently under constant pressure in a strict deadline driven environment in a meticulous manner. A valid driver's licence, willingness to travel and work irregular hours.
<u>DUTIES</u>	:	Reporting to the responsibility manager, the successful candidate will be responsible for the following key functions: Facilitate Public Entity's governance and regulatory compliance framework for shareholder oversight support; Coordinate the appointment of members of the public entity's board; Facilitate the evaluation of the strategic and annual plans, budgets and mandatory performance reports; Coordinate the process for amendment, approval and tabling of the strategic plans, annual performance plans and annual reports including general parliamentary support; Facilitate stakeholder interface, including meetings between the department and public entity as well meeting between the Executive Authority and the Board.
<u>ENQUIRIES NOTE</u>	:	Bahupileng Peege Tel No: (012) 444 6324
	:	EE Requirements: Preference will be given to African Male, Coloured Male, and White Male Candidates.
<u>POST 19/96</u>	:	<u>BRANCH COORDINATOR: CORPORATE MANAGEMENT REF NO: DT 22/2022</u>
<u>SALARY</u>	:	R744 255 per annum, (all-inclusive remuneration package consisting of a basic salary, the State's contribution to the Government Employees Pension Fund and a flexible portion that may be structured according to the MMS dispensation)
<u>CENTRE REQUIREMENTS</u>	:	Pretoria
	:	A SAQA recognised NQF level 7 qualification in Public Administration, Social Sciences or any related field. Minimum of 3 years working experience in a management (Assistant Director or equivalent) position. Sound knowledge of strategic planning, programme management, project management, budget and expenditure management, service delivery innovation. Knowledge of applicable legislations and prescripts governing public service (PFMA, Treasury Regulations, HR Regulatory framework, framework for Strategic Plans and Annual Performance). Knowledge of policy environment within which tourism operates will be an added advantage, Excellent planning, coordination, communication skills (written, verbal), Ability to work under pressure, to function independently and as part of a team. Demonstrate innovation and creativity. Proven skills in minute taking and report writing. A valid driver's licence and willingness to travel.
<u>DUTIES</u>	:	The successful candidate will be responsible for providing financial management support, consolidate budget inputs, monitor the Branch budget to detect over/under expenditure, report instances of deficit/excess expenditure during Estimate of National expenditure(ENE), Medium Term Expenditure Framework(MTEF), and adjustment Estimates(AE), ensure shifting of funds and journal entries to correct over/under expenditure, coordinate the provision of financial projects, provide Supply Chain Management support, detailed verification and interrogation of all supply chain management transactions before forwarded to the Deputy Director-General, manage assets of the Branch in terms of availability and movements, manage assets of the Branch in terms of Supply Chain Management policies,

coordinate and collate inputs for the Procurement, Demand Management Plans of the branch, coordinate the development of asset register, provide oversight on the procurement of goods and services, processing of invoices for payment, provision of administrative and programme, coordinate together with the HR, Strategy & Systems, Communication and Legal services on the implementation of relevant functions, coordination of the process of compiling the strategic Plan, Annual Performance Plan, Branch business plans and Service Delivery Improvement Plan, consolidate and coordinate branch quarterly performance reports, analyse evidence for performance reporting, package and load them on EDMS, coordinate inputs on the implementation and progress of Risk Management Plans, manage the branch Audit processes, provide support on programme special projects, prepare strategic documents, reports and presentation, conduct research, analyse and submit credible information, ensure proper filing of all electronics as well as hard copy documents, facilitate logistical support services, provide secretariat support for management and other meetings in the branch (Branch Management, Quarterly Review and Planning Sessions), follow up on action plans/decision register, monitor EDMS workflows of the branch.

ENQUIRIES : Ms R Ngwenya Tel No: (012) 444 6709
NOTE : EE Requirements: Preference will be given to African Male, Coloured Male, and White Male Candidates.

POST 19/97 : **DEPUTY DIRECTOR: INTERNAL COMMUNICATION AND GRAPHIC DESIGN REF NO: DT23/2022**

SALARY : R744 255 per annum, (all-inclusive remuneration package consisting of a basic salary, the State's contribution to the Government Employees Pension Fund and a flexible portion that may be structured according to the MMS dispensation)

CENTRE : Pretoria
REQUIREMENTS : A SAQA recognised NQF level 7 qualification in Communication/Journalism/Graphic Design or any other relevant field. Minimum of three years working experience in a management (Assistant Director or equivalent) position within the relevant environment. Good understanding and exposure to government communications system. Experience and exposure in electronic and digital media capabilities. Excellent understanding of the work of government, tiers of government and various stakeholders. Willingness to work long hours and to travel outside of office. Knowledge of information gathering and analysis. Ability to work with diverse personalities and to resolve conflict. A valid driver's licence.

DUTIES : The successful candidate will be responsible for managing production and distribution of departmental publications, develop production schedule, develop distribution plan, facilitate the development of distribution report, manage the placement of electronic versions, manage the design and layout of communications products, facilitate the sourcing of photographs, logos and other required graphics, ensure the archival of all finished products, maintain a database of all work done, provide advice on correct CI application, manage the sign-off process of products produced, develop and update content on the intranet, manage usage of internal communication channels to distribute messages, write and edit content for the monthly newsletter, manage and maintain the image library for the department, provide photographic services for the departmental events/project, attend and provide input/feedback at weekly and monthly directorate meetings and planning sessions, attend and provide input/feedback at chief directorate meetings and planning sessions, submit weekly and monthly reports, draft monthly focus, draft submissions for top management's approval, manage the sub-directorate annual planning process, submit quarterly reports and evidence towards the department Annual Performance Plan, financial management in terms of providing input to the directorate budget and developing procurement specifications, attend and provide input/feedback at project planning meetings, travel planning for the sub-directorate and assist with travel arrangements.

ENQUIRIES : Ms S Lebele Tel No: 066 487 8709
NOTE : EE Requirements: Preference will be given to African Male, Coloured Male, and White Male Candidates.

<u>POST 19/98</u>	:	<u>SENIOR LEGAL ADMINISTRATION OFFICER MR6 REF NO: DT17/2022</u>
<u>SALARY</u>	:	R480 927 – R1 157 940 per annum (suitable salary will be determined in accordance with the OSD determination), (Notch and All-inclusive remuneration package consisting of a basic salary, the State's contribution to the Government Employees Pension Fund and a flexible portion that may be structured according to personal needs within a framework)
<u>CENTRE REQUIREMENTS</u>	:	Pretoria A SAQA recognised LLB degree, At least 8 years' appropriate post qualification legal/litigation experience. Knowledge of relevant Acts and Prescripts, BAS, Logis, PERSAL, knowledge of Constitution, knowledge of the PFMA, knowledge of Civil Procedure (high court and magistrate court rules), Knowledge of PAJA & PAIA, computer literacy, analytical thinking, legal drafting, dispute resolution, legal research, good verbal and written communication skills and project management skills.
<u>DUTIES</u>	:	The successful candidate will be responsible for supervision and administer legal advice/opinion in the department, research the applicability of legal principles on legal Opinion, higher legal position of the Opinion, conduct research on applicable policy, legislation or regulations and legal principles with legal Opinions, formulate questions to be answered on legal Opinions, ascertain whether legislation is in accordance with principle of drafting and interpretation of statute, ascertain that intention of Department and entities are reflected in the said proposed bill or amendment bill, peruse and study draft of proposed bill or amendment bill, facilitate with drafting of cabinet memorandum, pilot legislation through the parliamentary process, litigation management, provide evidence in regards to possible settlement and negotiate settlement with opponent, prepare instruction State Attorney and make recommendations for appointment of suitable Advocate to be appointed of suitable Advocate to be appointed if necessary, monitor the court case from the inception to its finality finalisation, review all pleadings at all stages for the court case as per court rules, drafting of Contract and intentional Agreements, draft, verify the contracts and international agreements to drafted and edited, conduct research on applicable policy, legislation or regulation to be followed , draft legal documents and advice on hand or mentor juniors on drafting of legal documentation that provide clear motivation/justification for a particular position pertaining to the case.
<u>ENQUIRIES NOTE</u>	:	Ms M Boikanyo Tel No: 012 444 6275 EE Requirements: Preference will be given to African Male, Coloured Male, and White Male Candidates.
<u>POST 19/99</u>	:	<u>ASSISTANT DIRECTOR: MULTILATERAL RELATIONS AND COOPERATION REF NO: DT 24/2022</u>
<u>SALARY</u>	:	R477 090 per annum (Level 10)
<u>CENTRE REQUIREMENTS</u>	:	Pretoria A SAQA recognised NQF level 7 qualification in International Relations/ Economics/ Tourism or any other related field. Minimum of 3 years' working experience in a supervisory position within an International Relations or Tourism environment. Project Management skills. Sound knowledge and skills in stakeholder management, financial management and human resource management. Excellent writing and analysis skills. A valid driver's licence and willingness to travel.
<u>DUTIES</u>	:	The successful candidate will be responsible for facilitating the development of strategic plans for multilateral engagements; assisting in reviewing the strategic plans in line with national priorities; coordinating South Africa's national interests and strategic partnerships with prioritised multilateral organisations and strategic formations; facilitating the development of the stakeholder consultation framework; assisting with the engagement with stakeholders and identifying areas of analysis; coordinating the process of stakeholder consultation; maintenance of multilateral engagements database for the department; Facilitate updating the database and retrieving information upon request; assisting in analysing international trends to identify the best practices; facilitating identification of points of interface with prioritised multilateral organisations; developing briefing notes and lobbying and for country positions; monitoring and reporting continuously in terms of multilateral engagements.
<u>ENQUIRIES</u>	:	Mr V Maseko Tel No: 012 444 6646

- NOTE** : EE Requirements: Preference will be given to African Male, Coloured Male, and White Male Candidates.
- POST 19/100** : **ASSISTANT DIRECTOR: MONITORING AND DATA MANAGEMENT REF NO: DT 25/2022**
- SALARY** : R477 090 per annum (Level 10)
CENTRE : Pretoria
REQUIREMENTS : A SAQA recognised NQF level 7 qualification in Economics or any other related field. A postgraduate qualification will be an added advantage. Minimum of 3 years' working experience in a supervisory position within a Monitoring and Evaluation environment. Experience in research, knowledge of government monitoring and evaluation framework and practices, understanding of data collection processes, Knowledge of data analysis and data processing, knowledge of database/system management. A valid driver's licence and willingness to travel.
- DUTIES** : The successful candidate will be responsible for supporting and conducting desktop research. Assist with the review of data Management guideline, assist with the development and implementation of monitoring indicators, assist with the development and updating of the M&E database / systems. Conduct data collection for Monitoring and Evaluation. Data Processing of for M&E projects / programmes. Assist with the development of Monitoring and Evaluation reports and improvement plan. Verifying and validating data captured on the M&E databases and systems; supervise data capturing for M&E projects and programmes. Assist in coordinating stakeholder engagement meetings for the Directorate, performing administrative tasks and supporting the directorate in achieving its plans.
- ENQUIRIES** : Mr T Mafela Tel No: 012 444 6371
NOTE : EE Requirements: Preference will be given to African Male, Coloured Male, and White Male Candidates.
- POST 19/101** : **KNOWLEDGE MANAGEMENT OFFICER REF NO: DT 26/2022**
- SALARY** : R321 543 per annum (Level 08)
CENTRE : Pretoria
REQUIREMENTS : A SAQA recognised NQF level 6 qualification in Tourism Management, Administration, Information Technology, Knowledge Management or any other related field. Minimum of three years' working experience in a strategy/policy development environment. A clear understanding of the Tourism sector in South Africa and globally. Knowledge of relevant Acts and Prescripts. Knowledge of procurement and budgeting processes. Advanced computer skills. Good communication and interpersonal skills. Ability to work individually and in a team. Ability to work under pressure. Good report writing skills. Sound organising and planning skills. A valid driver's licence.
- DUTIES** : The successful candidate will be responsible for providing administrative support for the development, review and implementation of the knowledge management strategy; Providing administrative support for the development, review and implementation of the National Tourism Knowledge Agenda; Providing administrative support for the development and implementation of knowledge management policies and frameworks in support of the National Tourism Sector Strategy (NTSS) implementation; Assisting the Directorate: Knowledge Management with administrative tasks; Assisting with quality assurance of documents, data and information; Providing administrative support for the collection and consolidation of knowledge from various sources to inform policy, planning, decision making and departmental programmes.
- ENQUIRIES** : Mr M Lose Tel No: (012) 444 6368
NOTE : EE Requirements: Preference will be given to Coloured Male, Asian Male, and White Male Candidates.
- POST 19/102** : **LEGAL ADMINISTRATIVE OFFICER MR1-5 REF NO: DT18/2022**
- SALARY** : R260 928 – R926 193 per annum (suitable notch to be determined in accordance with the OSD determination)
CENTRE : Pretoria
REQUIREMENTS : A SAQA recognised LLB degree, 1 to 8 years' post qualification legal experience in accordance with the OSD determination. Knowledge of relevant Acts and Prescripts, BAS, Logis, PERSAL, knowledge of Constitution,

knowledge of the PFMA, knowledge of Civil Procedure (high court and magistrate court rules), Knowledge of PAJA & PAIA, computer literacy, analytical thinking, legal drafting, dispute resolution, legal research, good verbal and written communication skills and project management skills.

DUTIES

: The successful candidate will be responsible for administering legal advice/opinion in the Department, research the applicability of legal principles on legal Opinion, higher legal position of the Opinion, conduct research on applicable policy, legislation or regulations and legal principles with legal Opinions, formulate questions to be answered on legal Opinions, study and cite relevant cases on aspects related to legal Opinions, ascertain whether legislation is in accordance with principle of drafting and interpretation of statute, ascertain that intention of Department and entities are reflected in the said proposed bill or amendment bill, peruse and study draft of proposed bill or amendment bill, facilitate with the drafting for cabinet memorandum, pilot legislation through the parliamentary process, respond to legal opinion aspects that arise during public hearing and parliamentary sessions, consult with relevant line function. Litigation management, provide evidence in regards to possible settlement and negotiate settlement with opponent, prepare instruction to State Attorney and make recommendations for appointment of suitable Advocate to be appointed if necessary, monitor the court case from the inception to its finally finalisation, consult with the relevant line function at each stage of the pleadings, draft, verify the contracts and international agreements to be drafted and edited, conduct research on applicable policy, legislation or regulation to be followed, draft legal documents and advice on hand or mentor juniors on drafting of legal documents that provide clear motivation/justification for a particular position pertaining to the case, administrative duties, liaise with shareholders on legal interventions, draft and/or edit legal correspondence on all legal administrative enquiries, conduct awareness on the legal interventions, submit monthly and quarterly report to the Senior Legal Administration Officer.

ENQUIRIES

: Ms M Boikanyo Tel No: 012 444 6275

NOTE

: EE Requirements: Preference will be given to African Male, Coloured Male, and White Male Candidates.